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Weekly Report for Week Ending 24 November 1959  
from  
Forms Management Branch

1. Contributionsa. Tangible

- (1) Completed 17 actions requiring the printing of 884,815 copies of forms.
- (2) Two new and five revised forms were approved.
- (3) Twenty-three forms were made obsolete.

2. Assignmentsa. Active

## (1) Forms Analysis Projects:

	<u>Analyst</u>	<u>New</u>	<u>Revised</u>	<u>Totals</u>
25X1		-	4	4
		-	2	2
		3	2	5
		2	5	7
	Totals	5	13	18

## (2) Employee Suggestions

	<u>Analyst</u>	<u>Pending</u>
25X1		1
		1
		1
	Total	3

25X1

## (3) Teletype Dissemination Information Reports and Systems

## (4) Revision of Dispatch Forms

25X1

Revision completed and has been informally discussed with ARO's -

25X1

## (5) Improved Management of Stocked Forms

25X1

## (6) Uniform Information Report

25X1

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- (7) Revision of Courier Receipt and Log Record  25X1

The new system is now in operation. The advantages are:

- (a) Positive identification of documents at three points
  - (1) originating office, receiving office and central courier receipt file. Tracing time, when required, will be reduced by many hours.
- (b) Elimination of log record book and cards. Form will serve as log record for originating and receiving officer.
- (c) Elimination of envelope addressing. Receipt form is inserted in pocket of Agency multi-purpose envelope and serves as address label.
- (d) Estimated savings of \$90,000.00 annually may be surpassed when all mail registries are using the receipt to its greatest advantage.

- (8) Expediting Printing of Information Reports  25X1

- (9) Improvement of Quality of Information Reports Production  25X1

25X1

- (10) Revision of Security Officer Check List, Security Check Sheet, and their coordination with Security Check Sheet Holder  25X1

- (11) Forms Management Orientation Seminar  25X1

- (12) Revision of Form 30, "Request for Approval of Form"  25X1

- (13)  25X1

- (14)

- (15) TS Signature Record and Cover Sheet, Form 26  25X1

- (16) Computer System Forms for RCA-501  25X1

Visited Navy to test number of form parts that could be printed on the RCA-501 high speed printer. Seven legible copies were obtained on book finish 11# paper and 9# sensitive carbon. RCA advocates four parts as limit. Further check is being made.

- (17) Survey of all Forms under the Old Numbering System  25X1

- (18) Slides and Prints of New Building Site  25X1

25X1

- (19) American Management Association Workshop Seminar #614-59, "Organization and Management of an Effective Records Retention Program"  Assembling material for distribution.

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- (20) Headquarters Property Turn-in Document, Form 1707  25X1  
Revision, coordination and specifications finished. Job to be released to printer.
- (21) Survey of all Forms under the New Numbering System not ordered in 18 months or more.  25X1  
Of the 560 survey sheets sent out, 107 have been declared obsolete thus far.
- (22) Survey of all Forms of other Government Agencies not ordered for 18 months or more  25X1  
Survey sheets on 168 forms have been sent to the ARO's.
- (23) Map Request Routing Sheet, Form 466  25X1  
Form was revised to fit printing facilities within the Agency thus saving money and reducing time on delivery.
- (24) One employee suggestion evaluated  25X1

3. News

- a. Three members of branch attended the IRAC meeting at National Archives on Friday.
- b. Three members of staff attended the three movies on "Talking Sense" by Irving J. Lee at the National Archives.
- 25X1 c.  is to attend the RCA School  next week. 25X1
- d. We were 11% over our quota in the United Givers Fund Drive  25X1

25X1

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